

FINANCE & INSURANCE COMMITTEE MEETING

March 13, 2006

Members present: Chairman Andrew Smith, Supervisors, John R Young, John Hoffman and Ted Cushing. Franklin Greb - excused absence.

Others present: Lynn Grube, ITS Director; Margie Sorenson, Finance Director; Jennie Huber, Treasurer and Mary Bartelt, Committee Secretary.

1. CALL TO ORDER

Chairman Smith called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

2. APPROVE AGENDA

MOTION: (Ted Cushing/John Young) to approve the March 13, 2006 agenda. All "aye" on voice vote. Motion carries.

3. APPROVE MINUTES OF PREVIOUS MEETING (S)

MOTION: (Ted Cushing/John Hoffman) to approve the minutes of the February 21st and February 27th, 2006 committee meeting (s). All "aye" on voice vote. Motion carries.

5. REVIEW/ACT - VOUCHERS, REPORTS, PURCHASE ORDERS:

COUNTY CLERK

Bartelt presented bills and vouchers for committee approval.

MOTION: (Ted Cushing/John Hoffman) to approve payment for County Clerk bills as present. All "aye" on voice vote. Motion carries.

Insurance issue at Highway Department: employee tool listing

John Hoffman explained to the committee that the Highway Committee suggested that a requirement of a value should be listed on all tools, but found that this was very impractical and suggested that the brand of the tool be listed instead. This was passed by motion. And as far as paying the \$450.00, which was suggested by the Finance and Insurance Committee, the Highway Committee felt to leave this up to the Finance and Insurance Committee. Mr. Hoffman also explained that the LRES Committee had a resolution regarding this matter that if either the county or insurance company decided that reimbursement is not in order, it could not be grieved. The LRES Committee would like to see the previous matter be paid for his tools.

Ted Cushing, "So we are going to end up with an inventory of tools and a picture?"

Mr. Hoffman, "Yes."

Chair Smith, "Going forward and the Highway Committee is now on record saying "if you don't have that or have not done that and something happens to your tools, sorry."

Chair Smith felt that in terms of the existing one, the \$450.00, the Finance and Insurance Committee does not have to take any action on it and have gone on record saying that here is what we are willing to do and LRES is responsible for wrapping it up.

Ted Cushing, "I agree."

4. Open bids received for the "Professional Environmental Screening of Tax-Delinquent Lands" subject to Tax Foreclosure and take whatever action the Committee deems necessary

Chair Smith read into the record the Notice to Environmental Consulting Firms.

Jennie Huber, Treasurer, opened up the bids received for the "Professional Environment Screening of Tax-Delinquent Lands".

Ms. Huber opened the two bids:

MSA Professional Services	-	\$375.00 per parcel
Sand Creek Consulting	-	\$600.00 per parcel

MOTION: (John Hoffman/Ted Cushing) to go with MSA Professional Services at \$375.00 per parcel. All "aye" on voice vote. Motion carries.

TREASURER

NO BILLS PRESENTED

INFORMATION TECHNOLOGY SERVICES

Grube presented bills and vouchers for committee approval. Ms. Grube explained some vouchers to the committee.

MOTION: (John Hoffman/Ted Cushing) to approve payment for Information Technology Services bills as presented. All "aye" on voice vote. Motion carries.

Personal Property Upload

Ms. Grube explained to the committee that the Town of Minocqua assessor, Jim Toth, in the past, uploaded to ITS-Personal Property from an accessed database of his design. This has not been done with any other Oneida County townships. Mr. Toth has decided not use his personally designed database anymore because he intends to use a module inside of the software that he uses for real estate assessment, called "market drive". Ms. Grube explained that "market drive" does not upload personal property, just real estate, but they would upload for a charge of \$300.00. Mr. Jim Toth, Town of Minocqua assessor, is asking the ITS Department to pay the \$300.00 so the ITS Department can upload personal property from "market drive". Ms. Grube is hesitant to recommend that the county do this because "where do the lines end"? "What do we do if all the town assessors decide to do this?"

More discussion took place.

Chair Smith asks, "Why isn't this built into the assessor's contract with the town?" "And why isn't the town paying this \$300.00?"

Ms. Grube stated that in the future maybe a resolution could be drawn up which says that it must be the ITS Department's way. There is no language stating that real estate must be electronic and no language stating that the ITS Department would only take their values written on the assessors workbook.

Mr. John Hoffman, "My personal feeling is, is that if we are not doing this county-wide with all the towns, I would hesitate to do it also." "If there is only one assessor asking for this, I feel that it is not proper to pay the three hundred dollars when we are not paying for the other towns."

Mr. Ted Cushing, "I think we should possibly direct ITS Department Director, Lynn Grube to contact the Town of Minocqua Chairman, Joe Handrick, and present the dilemma to him and tell him the fact that the Finance Committee does not feel that it is the county's responsibility to pay this \$300.00."

No Action Taken.

Ms. Grube presented to the committee the ITS Department February 2006 monthly budget. Committee reviewed.

7. ITS – TECHNOLOGY PLAN

UPDATE

ITS Technology Plan – Information only.

Grube presented to the committee the 2005 1-Year Project Goals, 2006-2009 3-Year Project Goals, 2006-2011 5-Year Project Goals and the Long Range Departmental Plan for their review.

Committee reviewed.

FINANCE

Sorenson presented bills and vouchers for committee approval.

MOTION: (John Hoffman/Ted Cushing) to approve payment for Finance bills as presented. All "aye" on voice vote. Motion carries.

Resolution for Line Item Transfers

MOTION: (John Hoffman/Ted Cushing) to approve the Resolutions for 2005 and 2006 Line Item Transfers and forward to the Full County Board for review and final approval. All "aye" on voice vote. Motion carries.

Committee signs resolutions.

Committee Meeting Attendance Report

Committee reviewed the County Board Supervisors schedule of meetings attended.

Ted Cushing asks Chair Smith if the committee should ask Bob Brusco to present a simple comparison of other counties schedule of meetings attended at the next committee meeting scheduled for Monday, March 27, 2006.

Voucher Approval Process

Ms. Sorenson presented to the committee the draft uniform procedure for committee approval for expenses per department for review. Committee reviewed and discussion took place. Ms. Sorenson will make some changes (Department Head signatures attest to the fact that the total of the vouchers attached are identical to the total vouchers presented on the uniform procedural sheet) and will bring back to the committee for review.

Other changes suggested were: Next to last paragraph, "Each voucher submitted to the Finance Department or Committee for payment-----" Add in or Committee

Chair Smith suggests that the next sentence after the first sentence of the next to last paragraph read: No Committee shall approve payment of a voucher without a Department Head signature.

Also, individual employee expense vouchers should be held from the list of payments.

Ms. Sorenson will make changes and bring back.

6. REVIEW/ACT - LINE ITEM TRANSFERS

MOTION: (Ted Cushing/John Young) to approve the 2005 line item transfers for Buildings and Grounds, Social Services, Circuit Court Branch I, Circuit Court Branch II, Register in Probate, Clerk of Courts, Human Service Center, Solid Waste, Fair Association, Ag and Extension, Health,

Highway, Highway Safety Commission and the 2006 line item transfers for Sheriff/Jail, ITS, Solid Waste and Health. All "aye" on voice vote. Motion carries.

8. DISCUSSION – STRATEGIC PLANNING STATUS REPORT

UPDATE

Ms. Sorenson asked that the committee think about what they would like her to do regarding the memo sent out to all Department Heads stating that the Finance & Insurance Committee wanted the strategic planning status report done by March 2006. At least two departments, Planning & Zoning and Land Conservation which are still working on their report and will have it done by the end of March 2006. Ms. Sorenson asks the committee what they would like her to do at the end of March. Ms. Sorenson gave a brief update as to what departments are done with their plan, working on their plan or have not begun working on their plan. Ms. Sorenson suggests getting a booklet together for the County Board either for April or May of 2006.

Mr. Hoffman is in favor of this.

Chair Smith feels that all the reports should be printed out for the Finance & Insurance Committee meeting scheduled for Monday, April 10, 2006.

9. PUBLIC COMMENT - NONE

10. ITEMS FOR NEXT AGENDA – John Hoffman – excused from the March 27, 2006 Finance and Insurance Committee meeting.

- a. ITS - Cost estimate of in-house business cards and laser cartridges
- b. County Clerk – brief comparison of other counties, County Supervisors schedule of meetings attended

11. ADJOURNMENT

MOTION: (Ted Cushing/John Hoffman) to adjourn the meeting at 10:30 a.m. All “aye” on voice vote. Motion carries.

Andrew Smith, Chairman

Mary Bartelt, Committee Secretary